

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, August 19, 2019, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**ROLL CALL:**

Tom Deidrick-Vice Chair	<u>Exc</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Andy Nicholson	<u>Abs</u>
Corday Goddard-Chair	<u>X</u>		

**OTHERS PRESENT:** Chuck Lamine, Patrick Leifker, Matt Roberts, Kathy Meyer, Megan Walker, Andy Dillins, Jayme Valentine, David Dietrich, Stephanie Schmutzer, and Cheryl Renier-Wigg

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the June 17, 2019 meeting of the Brown County Housing Authority.

A motion was made by A. Hartman, seconded by J. Fenner to approve the minutes from the June 17, 2019 meeting of the Brown County Housing Authority. Motion carried.

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program:

**A Preliminary Applications**

There were 246 preliminary applications for July.

**B. Unit Count**

The unit count for July was 2,909.

**C. Housing Assistance Payments Expenses**

The July HAP expense totaled \$1,354,169.

**D. Housing Quality Standard Inspection Compliance**

There were a total of 408 inspections conducted for July. Out of the 408 inspections; 219 passed initial inspection, 70 passed re-inspection; 88 failed; and 31 were a no show.

**E. Program Activity/52681B (administrative costs, portability activity, SEMAP)**

For the month of July there were 264 port outs with an associated HAP expense of \$254,699.00. ICS was under spent by \$2,260.93 and the FSS underspent by \$377.04.

**F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)**

In July there were 88 active FSS clients, 47 clients in level one; 26 clients in level two; 6 client in level three and 8 clients in level four. There were 2 new contracts signed, 1 graduate, 37 active escrow accounts and 47 active homeowners.

**G. VASH Reports; Omitted from Reporting**

**H. Langan Investigations Criminal Background Screening and Fraud Investigations**

For July, there were 37 total investigations, 2 new investigations, 20 outstanding cases and 7 case closed. There were 177 new applications processed, 172 were approved and 3 were denied and 2 pending. The breakdown for fraud investigations by Municipality is as follows: Green Bay, DePere, and Ashwaubenon. Applications by Municipality is as follows: Green Bay, and Ashwaubenon, and Other (outside of Brown County).

- I. Quarterly Langan Background Check Denials Report. A total of 2 for second quarter, 1 for manufacture/deliver heroin and 1 for possession of marijuana.
- J. Quarterly Active Cases Breakdown. As of July 1, 2019, there were 2,778 active cases, 56% Head of household elderly/disabled, 31% Head of household not elderly/disabled with earned income, 10% Head of household not elderly/disabled with no earned income and with dependents; 3% Head of household, not elderly/disabled with no earned income and no dependents.,
- K. Quarterly End of Participation. 104 total terminations; largest port out absorbed, family obligations violation and voluntary termination.
- L. Quarterly Customer Service Satisfaction. For all responses received for second quarter, 78% Excellent, 16% Very Good, 5% Good, 1% Fair and 0% Poor.

A motion was made by A. Hartman, seconded by J. Fenner to receive and place on file. Motion carried.

#### **NEW BUSINESS:**

- 3. Consideration with possible action to approve BCHA support on the repositioning of GBHA scattered sites housing units under Section 18 of the Housing Act of 1937.

C. Lamine reported that on June 11, 2019, BCHA and ICS staff met with the GBHA to discuss the option of BCHA supporting their request to reposition 50 of their scattered housing units. C. Lamine stated that the BCHA will get additional administrative fees; ICS expenditures will roughly remain the same as they are able to absorb an additional 50 units for inspection; and this gives the City an additional tool where they can increase homeownership options for Brown County residents. C. Renier-Wigg stated that HUD provides dollars to maintain these scattered sites and is encouraging repositioning these sites. Green Bay Housing would own these sites and would apply for the project based vouchers. BCHA staff recommends approval

A motion was made by A. Hartman, seconded by J. Fenner to support the repositioning of GBHA scattered sites housing units under Section 18 of the Housing Act of 1937. Motion carried.

- 4. ICS's Annual Report for 2018 for housing programs, self-sufficiency programs, and customer service.

P. Leifker provided a summary of the annual report. The report provides data on the housing programs, self-sufficiency programs and customer service reports.

C. Goodard asked if there were any main point of the report. P. Leifker noted that the number of rowhouses and garden apartments that we have and the program utilizes. Discussion ensued.

A. Hartman asked the difference between older homes converted vs. multi-family. M. Roberts stated that an older home converted seems to be more of the large single family made into more segmented into individual rental units vs. an intended multi-family units constructed that way.

A motion was made by J. Fenner, seconded by A. Hartman to receive and place on file ICS's Annual Report for 2018 for housing programs, self-sufficiency programs and customer services. Motion carried.

- 5. ICS's Five Year Report from 2013-2018 for housing programs, self-sufficiency programs, and customer service.

P. Leifker provided a summary of the five-year report. The report is similar to the annual report except it is a 5-year analysis of the previous 5-year reports. Provides the ability to spot trend a little bit more to monitor different areas of the program.

A motion was made by J. Fenner, seconded by A. Hartman to receive and place on file ICS's Five Year Report from 2013-2018 for housing programs, self-sufficiency programs and customer services with reservation to ask questions regarding the report at our next meeting. Motion carried.

6. Consideration with possible action regarding moving the BCHA September 16, 2019 meeting to the date of September 9, 2019.

C. Lamine suggested moving the BCHA board meeting from the 16<sup>th</sup> to the 23<sup>rd</sup>, rather than the 9<sup>th</sup> as he will be on vacation. C. Lamine explained that the WAHA 2019 fall conference is being held September 16-19 in Milwaukee and Patrick will be attending the conference.

J. Fenner stated he would also like to attend the fall conference. C. Lamine indicated that he and K. Meyer will get John registered for the conference.

A motion was made by A. Hartman, seconded by J. Fenner to move the September 16<sup>th</sup> BCHA meeting to September 23, 2019. Motion carried.

7. Adam Kofoed's resignation letter as the Housing Administrator for the BCHA.

C. Lamine indicated that Adam had an opportunity to take a position back in his home state of Iowa. Adam's last day with Brown County was July 23, 2019.

8. Patrick Leifker's appointment as the new Housing Administrator for the BCHA.

C. Lamine introduced Patrick Leifker as the new Housing Administrator. C. Lamine is pleased to have Patrick join Brown County, and his first day will be Wednesday, August 28, 2019.

J. Fenner expressed some concern that the Board was not involved in the hiring decision process.

A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the hiring of Patrick Leifker as the new Brown County Housing Administrator. Motion carried.

#### **BILLS AND FINANCIAL REPORT:**

9. Consideration with possible action on acceptance of BCHA bills.

C. Lamine indicated that the checks include bills that were from July as well as this month. Nothing significant to note.

A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the BCHA bills. Motion carried.

10. Consideration with possible action on acceptance of BCHA financial report.

C. Lamine stated that we are on target with the budget. Nothing significant to report.

A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the BCHA financial report. Motion carried.

#### **STAFF REPORTS AND INFORMATIONAL:**

11. Executive Director's Report

a. Milwaukee Meeting with Potential Development Partners.

C. Lamine provided a brief overview of a recent meeting he and Adam Kofoed had with Cardinal Capital in Milwaukee in June. They toured several projects in the Milwaukee area. Cardinal Capital has offices in Milwaukee and Madison and we have worked successfully in the past with them.

b. Transitioning Process.

C. Lamine briefly commented on the transitioning process for both BCHA and ICS. C. Lamine stated he is looking forward to getting Patrick on board.

c. VA letter of support for additional VASH vouchers.

Additional VAHS vouchers are being made available by HUD. There have been ongoing communications with the BCHA and the VA office. There is interest from the BCHA to do what we can to assist the Veterans. C. Lamine indicated that he has asked P. Leifker to move forward with this project to seek additional VASH vouchers. P. Leifker indicated that the information he submitted was a registration of interest. P. Leifker stated that it will probably be later this year that he receives information back from HUD.

**12 OTHER BUSINESS:**

C. Lamine indicated that we were scheduled for a 3-day HUD visit/audit of the voucher management system in the early part of September. C. Lamine stated he sent them a letter asking for a 30-60 day delay in the visit due to the turnover of staff both with BCHA and ICS. As of today, we have not been able to confirm a new date for the visit.

Date of next meeting: September 23, 2019.

A motion was made by A. Hartman, seconded by J. Fenner to adjourn. Motion carried.  
Meeting adjourned at 4:13 p.m.